

Welcome!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

How to Get Started:

1. Call Wellesley Recreation to register and pay for your desired course(s)
2. Visit our Online Instruction Center:

www.ed2go.com/wellrec

3. Click the Orientation link and follow the instructions to enroll. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.

4. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section for every online course in this catalog will begin on:

June 21, July 19, Aug. 16

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

www.ed2go.com/wellrec

Business Courses

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. **\$95.**

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. **\$95.**

Customer Service Fundamentals

Become indispensable to any organization by understanding how to identify and meet customer needs. **\$95.**

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. **\$95.**

Building an Ethical Business

Give your business an advantage by building a strong and just foundation. **\$95.**

Principles of Sales Management

Master the art of managing sales teams from a sales pro. **\$95.**

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management. **\$95.**

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. **\$95.**

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction. **\$95.**

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. **\$95.**

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. **\$95.**

Total Quality Fundamentals

Give yourself a strong foundation in total quality management. **\$95.**

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work. **\$95.**

Managing Technology

Deliver results on time and on budget by monitoring and controlling technology projects. **\$95.**

Managing Technical Professionals

Build vital leadership skills to attract, retain, and inspire top-notch technical professionals. **\$95.**

Hire Smart

Develop recruiting techniques that will help you hire the best people. **\$95.**

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results. **\$95.**

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. **\$95.**

Start A Business

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. **\$95.**

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. **\$95.**

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. **\$95.**

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Start A Business Con't.

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. **\$95.**

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. **\$95.**

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. **\$95.**

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. **\$95.**

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. **\$95.**

Business Planning for the Retired

Learn business planning basics and overcome the challenges of starting a business later in life. **\$95.**

Grant Writing/Nonprofits

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors. **\$95.**

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. **\$95.**

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. **\$95.**

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. **\$95.**

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. **\$95.**

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. **\$95.**

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. **\$95.**

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. **\$95.**

Career Ideas

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. **\$95.**

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. **\$95.**

Caring for Children

Prepare for a rewarding career as a child care professional. **\$95.**

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. **\$95.**

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them. **\$95.**

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims. **\$95.**

Introduction to the Game Industry

Leading game designer prepares you for a career in game development, design, and production. **\$95.**

Theme Park Engineering

Get a behind-the-scenes look at your favorite parks from the person who engineers their top attractions. **\$95.**

Career Development

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. **\$95.**

Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. **\$95.**

Hidden Market Job Search Strategies

Create new career opportunities by learning how to market yourself as the solution to any employer's staffing problem. **\$95.**

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. **\$95.**

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. **\$95.**

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Career Development cont.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. **\$95.**

High Powered Communication

Master the five critical factors of highly effective communication used by all skilled communicators. **\$95.**

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. **\$95.**

Personal Enrichment

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. **\$95.**

Goodbye to Shy

Become more confident in social, professional, and romantic situations. **\$95.**

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others. **\$95.**

Conquer Your Stress

Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace. **\$95.**

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. **\$95.**

The Magic of Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results. **\$95**

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. **\$95.**

Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition. **\$95.**

Digital Photography

Photoshop Elements for the Digital Photographer

Learn to edit digital images to correct or repair deficiencies and bring out the best in all your photographs. **\$95.**

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all situations. **\$95.**

Mastering Digital Photography: Photographing People

Expert shows you how to take beautiful pictures of adults, children, and babies. **\$95.**

Entertainment

Marketing Tools for Actors

A working casting director teaches effective strategies to secure film and television work. **\$95.**

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. **\$95.**

Songwriting Success

A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. **\$95.**

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. **\$95.**

Languages

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time. **\$95.**

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. **\$95.**

Beginning Braille

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind. **\$95.**

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed. **\$95.**

Art, History, Math, & More

Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. **\$95.**

History of Women Writers

Discuss the influences of history on women writers and their works. **\$95.**

Jungian Psychology

Thought-provoking exploration of human nature, symbolism, dreams, and artistic expression. **\$95.**

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. **\$95.**

Great Themes in Philosophy

Follow in the footsteps of the great philosophers in this lively discussion of human thought and conduct. **\$95.**

Family & Friends

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious! **\$95.**

Film Literacy

Gain an appreciation of the filmmaker's art. Find deeper meaning in any filmed story. **\$95.**

Family & Friends Cont.

Genealogy Basics

Begin an exciting and fascinating exploration of your roots. **\$95.**

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition. **\$95.**

Solving Discipline Problems at Home

Experienced classroom teacher divulges quick and effective ways to ensure responsible behavior. **\$95.**

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers. **\$95.**

Creating a Healthier Home

Learn what you can do to minimize health risks related to the quality of the air in your home. **\$95.**

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations. **\$95.**

Personal Finance

Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. **\$95.**

Where Does All My Money Go?

Learn how to get control of your money once and for all. **\$95.**

Introduction to Quicken

Get a handle on your personal finances, budget, credit cards, investments, loans, and more. **\$95.**

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Law & Legal Careers

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals. **\$95.**

Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial. **\$95.**

Criminal Procedure: From Arrest to Appeal

Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure. **\$95.**

Demystifying Forensic Science: A Writer's Guide

Learn the secrets behind forensic science and add a new level of depth and marketability to your fiction. **\$95.**

Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world. **\$95.**

Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims. **\$95.**

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. **\$95.**

Health Care

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. **\$95.**

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. **\$95.**

Become a Veterinary Assistant II: Canine Reproduction

Manage the entire canine breeding cycle, from assessing the health of parents to puppy care. **\$95.**

Food and Fitness to Fight Cancer

Improve your health and decrease your risk of cancer by adding sound principles to your daily life. **\$95.**

Introduction to Natural Health and Healing

Promote wellness, balance, and health in all aspects of your life. **\$95.**

Teaching

Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers. **\$95.**

Enhancing Language Development in Childhood

Enrich the lives of children by helping them become proficient speakers and thinkers. **\$95.**

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. **\$95.**

Big Ideas in Little Books

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. **\$95.**

Correcting Oral and Written Errors

Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. **\$95.**

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. **\$95.**

Teaching Cont.

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. **\$95.**

PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. **\$95.**

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. **\$95.**

Writing

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. **\$95.**

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. **\$95.**

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. **\$95.**

Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity. **\$95.**

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. **\$95.**

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published. **\$95.**

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. **\$95.**

Write Like a Pro

Hollywood author teaches you how professional writers use story outlines to structure any type of story. **\$95.**

Write Your Life Story

Give your family and friends an inspirational autobiography. **\$95.**

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. **\$95.**

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. **\$95.**

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. **\$95.**

Creating a Sense of Place

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. **\$95.**

Demystifying Forensic Science: A Writer's Guide

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. **\$95.**

Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end. **\$95.**

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. **\$95.**

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. **\$95.**

Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. **\$95.**

Basic Computer Literacy

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing. **\$95.**

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more. **\$95.**

Using AppleWorks

Learn expert techniques and time-saving tips for creating documents, images, spreadsheets, databases, and slide shows with this powerful program. **\$95.**

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. **\$95.**

Introduction to Outlook Express

Learn to create, send, receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program. **\$95.**

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself. **\$95**

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information. **\$95.**

Intermediate Microsoft Access

Learn to solve real-world business problems with Access. **\$95.**

Basic Computer Literacy Cont.

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease. **\$95.**

Introduction to Microsoft Outlook

Communicate and manage information better and faster. **\$95.**

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest. **\$95.**

Computer Applications

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business. **\$95.**

Performing Payroll in QuickBooks

Discover the secrets to effortlessly setting up and processing your payroll. **\$95.**

QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success. **\$95.**

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn. **\$95.**

Introduction to PrintShop Deluxe

Designer helps you create beautiful greeting cards, stationery, brochures, signs, certificates, calendars, and other projects you can use immediately. **\$95.**

Introduction to QuarkXPress for Windows

Master the fundamentals of graphic design using the industry standard tool for desktop publishing. **\$95.**

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data. **\$95.**

Introduction to Quicken

Get a handle on your personal finances, budget, credit cards, investments, loans, and more. **\$95.**

Web Design

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. **\$95.**

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development. **\$95.**

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective. **\$95.**

Imaging for the Web Using Fireworks

Tap into the power of Fireworks to create dynamic Web graphics. **\$95.**

Creating Web Graphics with Paint Shop Pro

Learn to use Paint Shop Pro to create, edit, and optimize stunning Web images, icons, logos, backgrounds, animations, and more. **\$95.**

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. **\$95.**

Introduction to Flash

Learn how to develop rich and interactive Web media from a top Flash developer. **\$95.**

Web Programming

Introduction to Director

Director skills are in high demand. Find out how to create learning applications, demos, games, interactive Web sites, and more. **\$95.**

CGI Programming for the Web

Learn how to make your Web site fun, interactive, and informative with cookies, forms, autoresponders, and more. **\$95.**

Java for the Absolute Beginner

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. **\$95.**

Introduction to JSP Programming

Become proficient in the programming language that powers many of today's top Web sites. **\$95.**

JavaScript Programming for the Web

Learn how to spiff up your Web pages with mouseovers, popups, alerts, scrolling messages, forms, and more. **\$95.**

Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer. **\$95.**

Project Management @ eSpeed

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. **\$95.**

Managing Technical Professionals

Leadership is central to attracting the best people and gaining the best from them. Do you know how you can be more of a leader and less of a manager? This stimulating course will help you solve that complex riddle. **\$95.**

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Computer Programming

C++ for the Absolute Beginner

Learn to program in C++, even if you have no prior programming experience! **\$95.**

C# Programming for the Absolute Beginner

Learn the fundamentals of computer programming with the new C# programming language. **\$95.**

Introduction to Visual Basic .NET

Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET. **\$95.**

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. **\$95.**

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development. **\$95.**

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator. **\$95.**

Introduction to the Game Industry

Leading game designer prepares you for a career in game development, design, and production. **\$95.**

Computer Graphics Programming with OpenGL

Prepare for a career creating special effects for games, movies, television, print publications, and the Web. **\$95.**

Introduction to VBA

Learn to use VBA and Microsoft Word to create your own document automation solutions. **\$95.**

Networking/ Troubleshooting

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC. **\$95.**

Creating a Home or Small Office Network

Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows. **\$95.**

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. **\$95.**

Intermediate Networking

Gain practical experience in a hot new career field. Topics include VPNs, security, and Internet connectivity. **\$95.**

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks. **\$95.**

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself. **\$95**

Coming Soon!

Human Anatomy and Physiology

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

Instant Italian

Be prepared to speak Italian in a wide variety of settings and situations. Hear and practice Italiano with a simple click of your mouse! Cultural tips are included in each lesson to help you better understand the Italian people and their way of life.

Writing For Children

Find out how to write picture books, contemporary fiction, historical fiction, and modern fantasy for children. Complete weekly writing assignments and find out which children's books and reference materials are essential for you to read before you begin.

Introduction to Active Server Pages

Active Server Pages (ASP) technology makes it easy for you to build a Web site that can interact with its users. Learn how to request information from your visitors, respond to their requests, and create an online database.

Medical Coding and Billing

Learn medical coding and billing from a professor and physician with years of hands-on experience in the field.

Building Wealth

Discover how most wealthy people really accumulated their fortunes, and develops the discipline you'll need to create and build wealth for yourself.

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Start Dates: June 21, July 19, Aug. 16

See page 27 for system requirements